



City of Woodburn  
Community Development Department  
270 Montgomery Street  
Woodburn, OR 97071  
Phone: 503-982-5246  
Email: [planning@ci.woodburn.or.us](mailto:planning@ci.woodburn.or.us)

OFFICE USE ONLY File Number(s):  CU _____
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## Application Packet for a Conditional Use Permit

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

### General Information:

A conditional use is an activity which is permitted in a zone but which, because of some characteristics, is not entirely compatible with other uses allowed in the zone, and cannot be permitted outright. A public hearing is held by the Planning Commission and conditions may be imposed to offset impacts and make the use as compatible as practical with surrounding uses. Conditions can also be imposed to make the use conform to the requirements of this Ordinance and with other applicable criteria and standards. Conditions that decrease the minimum standards of a development standard require variance approval.

**Fee:** Fees are required for an application to be accepted.

- Historically Significant Site: see the [planning fee schedule](#) online
- Telecommunications Facility: see the [planning fee schedule](#) online
- All other conditional uses: see the [planning fee schedule](#) online

### Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- A [pre-application](#) conference is required prior to conditional use permit application submittal.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Site plan to scale showing existing and/or proposed buildings and uses relative to property lines, access/driveways, parking and loading areas, landscaped areas and any impacted natural features such as floodplains, wetlands, or trees greater than 12” in diameter. Three printed copies and one digital copy. See “Site Plan Requirements” checklist.
- Architectural drawings (floor plan and elevations) if the Conditional Use involves development. Three printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). One printed copy and one digital copy.
  - a. Section 2 – Zoning district regulations of the relevant zone
  - b. Section 5.03.01 – Conditional Use
  - c. Section 5.03.08 – Historically or Architecturally Significant Site, Specific Conditional Use (if applicable)
  - d. Section 5.03.09 – Special Use as a Conditional Use (if applicable)
  - e. Section 5.03.11 – Telecommunications Facility, Specific Conditional Use (if applicable)
- Latest recorded deed(s) for the subject property, or the recorded sales contract (one copy).

***Prior to deeming an application complete, the Director may request additional information.***